

Atwood Conference Center

Policy & Procedures

General Information:

The Atwood Conference Center (ACC) is sponsored by the Department of Administration. The ACC is for use by all state, federal, and municipal agencies for training, meetings, and conferences. There are four rooms available for booking; The Ted Stevens Room (102), The Robert Atwood Room (104), The William Egan Room (106), the Atwood 12th Floor Conference Room (1270). The Ted Stevens Room and The Robert Atwood Room can be combined into one large training space, additionally; The William Egan Room is equipped with 22 laptops and wireless connectivity for training/meetings requiring computer access. You may reserve a conference room via the Reservation Request form that is located on the Department of Administration's website here: <http://doa.alaska.gov/dgs/facilities/acc.html>

Policies:

- Hours of use - 8:00am-5:00pm Monday-Friday, excluding state holidays. After hours meetings will be scheduled on a case by case basis once requested.
- Events will not be booked more than 6 months in advance unless there are special circumstances. These requests will be reviewed by the Department of Administration.
- Parking is available in the LPPG parking garage across the street from the Atwood Building. Validation is required at the Atwood Security desk located on the 1st floor outside the Atwood Conference Center.
- The William Egan Room (computer lab) – installation and removal of programs needed for the specific class need to be done by the agency contact and approved prior by Anna Harrison. It will be the agencies responsibility to install and remove any programs needed for specific trainings/meetings. Additionally, the agency contact should ensure that installed programs are working prior to the training/conference beginning.
 - Please do not remove any existing programs, update programs, or remove laptops from the room.
- Use only white board approved markers located in each room.
- Please keep our facilities clean.
 - Clean whiteboards, remove all food and drinks, remove training materials, and remove any excess trash which does not fit in the provided trash bins. Janitorial will take care of standard vacuuming, emptying trash, and dusting.
 - There will be a flat **\$50.00** fee for janitorial costs above and beyond standard cleaning. This includes removing: bags of trash, training materials, food and drink, etc. The ACC should be returned to the same condition when you leave it as when you arrived.
- You may bring food or drinks to your meeting/event however, we do not allow hot plates, coffee carafes, crock pots, or other heating sources to be used inside of the rooms. We also ask that you do not schedule events which could possibility result in damage to our conference center, this includes but is not limited to; chili cook-offs, pots of soup, etc. You may place these items in the breakroom associated with the Atwood Conference Center.
- The Department of Administration is not responsible for lost, stolen, or damaged personal property